Hiring Manager

Initiates a request to create a position: Submits Position Management Form, PD & Zendesk Ticket.

Position Administrator

Enters position, sends confirmation and Position Number to appropriate chain of contacts (HR, HM/Director, BOC, BO).

HR Recruiter

Reviews title and PD for accuracy, approves and submits to Position
Administrator.

Financial Control (Business Officer)

Validates funding, signs and sends to HR.

Staff Position

Management & Data Change

Workflow

Resource Planning and Management

Reviews funding, validates accounts and submits final approval to HR.

Director

Reviews position request and PD, approves and sends it to the Business Officer/Financial Control point.

Financial Control (Business Officer)

Validates funding, signs and sends to SWP Director as needed, if not, to RPM.

Statewide Program Director

Validates funding, signs and sends to Fiscal Officer.

<u>Financial Control (Business</u> Officer)

Validates funding, signs and sends to RPM.